

Resume Checklist

First Glance

- Does your resume have an original look versus template look?
- Are there clear sections and ample white space – easy to read?
- Does your resume look professional?
- Is there a qualifications summary or a skills category?
- Is your resume the appropriate length, given your career level?

Appearance & Presentation

- Is there appropriate use of font, spacing and other design elements (bullets, bolding and lines)?
- Is there is balance between text and white space?
- Are margins one inch and is tab use is consistent?
- Are fonts, spacing, and bulleting consistent?
- Is your contact information on all pages?
- Have you used appropriate page breaks when needed?

Resume Sections

- Have you made sure that all sections in your resume are clearly labeled?
- Did you strategically place your sections to highlight your strongest credentials?
- Is your work history is listed in reverse chronological order?

Career Goal

- Did you target your resume to a specific career goal (Job Title)?
- Are you preparing for a career change? If so, is the career goal clearly stated, with supportive details showing how past experience is relevant to the new goal?

Accomplishments

- Do you have a solid list of career accomplishments?
- Are accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success?
- Do your starting statements of accomplishment begin with strong, varied action verbs?
- Are your accomplishments separate from responsibilities?

Relevance

- Is the information on your resume relevant to hiring managers' needs?
- Does your resume's content support the career goal?
- Is your resume keyword-rich, packed with appropriate buzzwords and industry acronyms?
- Have you included applicable additional information such as awards and affiliations?
- Do not put personal information unrelated to the job target e.g., marital status, age and nationality?

Writing Style

- Do not use personal pronouns, such as I, me and my avoided (first-person voice is implied)
- Is the content flow logical and easy to understand?
- Be sure there are no careless typos or spelling, or grammar errors

RESUME RUBRIC

	Effective Resume GOOD JOB!	Borderline Resume Could be Effective	Average Resume Needs Improvement	Ineffective Resume Significant Improvement Needed
FORMAT	This resume fills the page but is not overcrowded. There are no grammar or spelling errors. It can be easily scanned.	This resume almost fills the page, but has some uneven white space. There may be a single spelling or grammar error.	The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes.	This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling and/or grammar errors.
EDUCATION SECTION	This section is organized, clear, and well defined. It highlights the most pertinent information and includes: institution and its location, graduation date, major, degree, GPA (If over 3.5), study abroad (as appropriate), and any relevant course work.	This section is well organized and easy to read. It includes institution and its location, graduation date, major, and degree. GPA and “extra” information, such as study abroad and course work are missing.	Information such as institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well organized and there is no order to how information is formatted.	This section is missing the most crucial information. Institution is listed, but not its location and graduation date is missing. The major is included, but not degree.
EXPERIENCE SECTION	This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.)	Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100 percent to the intended career field.	Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, and titles.	There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations and dates of employment are listed.
HONORS/ ACTIVITIES	This section is well organized and easy to understand. Activities and honors are listed, and descriptions include skills gained and leadership roles held. Dates of involvement are listed.	This section includes all necessary information, but is difficult to follow. Leadership roles within organizations are listed, but skills are not defined. Dates of involvement are listed.	This section is missing key information such as leaderships positions held or dates of involvement. Organizations are listed; the organization, not individual involvement in each, are described.	This section is missing—or contains very little—information. Organization titles or dates of involvement are not included, and there are no descriptions.